

# NONCREDIT CLASSES

All courses are free of charge. Registration will take place in the Admissions and Records Office or on site at the first class meeting.

For more information, contact the Noncredit Office at (408) 852-2824.

## ALLIED HEALTH (NURSING)

### AH 743 Healthier Living Through Tobacco Cessation

Units: .0 Hours: 2.0 Lecture

This course is designed to provide the opportunity to obtain valuable education, support, and build the skills necessary to quit tobacco and live a healthier lifestyle. This course will also serve as a preventative measure for those who are considering smoking or using other tobacco related products. Discussion will focus on developing healthy coping skills, learning healthy lifestyle alternatives to smoking, and learning strategies such as Behavioral Modification Techniques and the use of Nicotine Replacement Therapy to help stop smoking. The physiological effects of tobacco on the human body will also be discussed. The course will be offered in both English and Spanish.

### AH 793 Personal and Career Development

Units: .0 Hours: 1.0 TO 10.0 Laboratory

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

## COMPUTER SCI & INFO SYSTEMS

### CSIS 638 Assistive Computer Technology Lab

Units: .0 Hours: 1.0 TO 6.0 Laboratory

Under the direction of the faculty in the High Tech Center, students will receive assistance with the application of their specialized software, and/or hardware to the classes in which they are currently enrolled. This course is designed for students with disabilities. Open entry/Open exit.

## ENGLISH

### ENGL 747 Film and Literacy

Units: .0 Hours: 1.0 Lecture

This course utilizes film to build college-level reading, writing, and critical thinking skills.

### ENGL 748 Development of Writing Skills

Units: .0 Hours: 1.0 Laboratory

A series of workshops and directed learning activities allowing individuals to study specific writing strategies and points of grammar and punctuation use. Individuals develop a plan of study as suggested by instructor recommendation and diagnostic assessment.

### ENGL 749 Writers' Workshop

Units: .0 Hours: 1.0 TO 4.0 Laboratory

Writers' Workshop is an open enrollment class that allows community members and students from all disciplines to participate in a regularly scheduled, instructor-facilitated writing response group. Activities include focused response to participants' writing, generative writing games and prompts and interaction with visiting writers and scholars.

### ENGL 756 GED Preparation

Units: .0 Hours: 1.0 TO 8.0 Laboratory

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

## ENGLISH AS A SECOND LANGUAGE

### ESL 702A ESL Citizenship

Units: .0 Hours: 3.0 Lecture

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

### ESL 702B ESL Citizenship

Units: .0 Hours: 3.0 Lecture

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low intermediate ESL level and will focus on American Government with the review of the Constitution, the study of the branches of government and state/local governments.

### ESL 704A ESL for the Workplace

Units: .0 Hours: 1.0 TO 10.0 Laboratory

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

### ESL 704B ESL in the Workplace

Units: .0 Hours: 1.0 TO 10.0 Laboratory

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. ADVISORY: ESL 704A

### ESL 775 ESL Literacy I

Units: .0 Hours: 5.0 Lecture

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test.

### ESL 776 ESL Literacy II

Units: .0 Hours: 5.0 Lecture

This is the second part of a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test or by successful completion of ESL 775.

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Also see: credit ESL classes

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**ESL 784 NC ESL Lifeskills 1A**

Units: .0 Hours: 6.0 Lecture

This is the first course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as family, food, health, and occupations to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. ADVISORY: Placement into ESL Level 1 by the CASAS placement test.

**ESL 785 NC ESL Lifeskills 1B**

Units: .0 Hours: 6.0 Lecture

This is the second course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. ADVISORY: Placement into ESL Level 2 by the CASAS placement test.

**ESL 786 NC ESL Fundamentals 2A**

Units: .0 Hours: 6.0 Lecture

This is the third course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course begins to prepare students for transfer into the ESL credit program. ADVISORY: Placement into ESL Level 3 by the CASAS placement test.

**ESL 787 NC ESL Fundamentals 2B**

Units: .0 Hours: 6.0 Lecture

This is the fourth course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students will learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course prepares students for transfer into the ESL credit program. ADVISORY: Placement in ESL Level 4 by the CASAS placement test.

**GUIDANCE****GUID 550 Supervised Tutoring**

Units: .0 Hours: 1.0 TO 5.0 Laboratory

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-to-one or small group tutorial.

**GUID 700 Online Basic Academic Skills**

Units: .0 Hours: 1.0 TO 6.0 Laboratory

This course is designed for students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skills. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science and Writing. Course content is based on individual student need. This course may be repeated.

**LIBRARY****LIB 732 Introduction to Online Gavilan**

Units: .0 Hours: 1.0 TO 3.0 Laboratory

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

**LIB 735 Library Research - Research Basics**

Units: .0 Hours: 1.0 Lecture

Students jump-start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, develop information literacy, and locate and use quality information to deepen and extend their learning.

**LIB 736 Library Research: Develop a Topic**

Units: .0 Hours: 1.0 Lecture

Designed for entry-level students, this introductory course provides bite-sized exercises using a variety of library sources to show effective methods for developing quality research papers. These include brainstorming a topic, concept mapping, evaluating the validity of a topic for a paper, finding supporting evidence for a thesis statement, making effective use of evidence from online and print sources and established citation style rules regarding use published materials.

**LIB 737 Library Research: Avoid Plagiarism**

Units: .0 Hours: 6.0 Lecture

Designed for entry-level student research. Beginners are introduced to rules of college research, strategies to avoid accidental plagiarism, Gavilan's plagiarism policy, best methods of planning and organizing notes and supporting your research topic.

**LIB 740 Information Competency for Nursing Assistants**

Units: .0 Hours: 1.0 TO 8.0 Lecture

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH 180 (Fundamentals of Nursing - Convalescent).

**LIB 741 Information Competency for the Life Cycle**

Units: .0 Hours: 1.0 TO 8.0 Lecture

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH3 (The Person in the Life Cycle).

**LIB 742 Information Competency for Nutrition**

Units: .0 Hours: 1.0 TO 8.0 Lecture

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

All noncredit classes are open entry / exit and free of charge.



# **COMMUNITY EDUCATIONAL RESOURCES**

Community Education

Contract Education

Gavilan College Educational Foundation

Gilroy Early College Academy (GECA)

High Step

Noncredit Program

English as a Second Language (ESL)